

MEMORANDUM FOR: Director of Training

SUBJECT : Report of the OTR Task Force on Curriculum
and Organization

REFERENCE : DTR Memo on Subject, 17 May 1973

1. Pursuant to requirements stated in reference a task force composed of the undersigned OTR officers was formed to review both the curriculum and the organization of OTR. All school and staff chiefs, the Executive Assistant, and other senior officers were interviewed during the period 29 May to 18 June to ascertain their views on ways and means of improving OTR and its work. The task force considered all proposals submitted, including its own, and prepared a plan for reorganization which was presented to the DTR on 27 June. Approved in principle, the plan was presented for the consideration of OTR unit chiefs on 29 June. Following discussion, agreement was reached on the proposed changes which are summarized in paragraphs 2 and 3 below. A more detailed presentation is set forth in Annex A.

2. Organization/Management - Proposed Changes: The number of persons reporting directly to the DTR should be reduced from the present 10 to eight. As can be determined from the attached organization charts (Annex B), the proposed reduction in the "control span" is achieved partly as a result of the disestablishment of the Operations, Intelligence and World Affairs, and Support Schools, and the Information Science Training Staff. Their areas of concern have been relocated in units which reflect the functional training needs of the Agency as differentiated from an organization mirroring the Agency's directorate arrangement. Other proposed changes provide for close linking of student services with OTR's support services. Similarly, we propose close linking, previously lacking, of training support activities to the curriculum development function of the Office. As part of an effort to revitalize the career service aspects of OTR's officer cadre, we propose that there be a designated Career Management Officer. In recommending the retention of the [REDACTED] we propose that there be a broadened concept of its

25X1A
25X1A

CL BY 057173
EX 2 IMPDET

CONFIDENTIAL

Approved For Release 2000/05/08 : CIA-RDP78-06215A000300050004-7

25X1A

25X1A

service capabilities to Agency-wide training and conference requirements as well as additional Agency needs as such may develop. And, as noted below, we recommend further use of [REDACTED] by centering the majority of DO-mandated courses there. A Headquarters desk for the [REDACTED] within OTR's support element is deemed advisable for administrative purposes. To increase the efficiency of the DTR's immediate office we propose the creation of an executive registry. Although not regarded as a part of formal organization, the establishing of an Employee's Advisory Committee is recommended as a means of incorporating the interest of junior personnel. Also we feel that certain Professional Committees should be established to bring together the talents of officers in such areas as operational doctrine, research, etc. The Agent and Liaison Training Branch office in Rosslyn should be closed and the element relocated in the Headquarters building at Langley (not in the Chamber of Commerce Building) as soon as space becomes available. Not only would this reduce rental costs but security and efficiency would be enhanced as well. No changes are proposed in the Career Training Program Staff or in the Language School except to designate the latter as the Language Learning Center. Finally, we recommend the utilization of recently vacated slots to acquire those persons with the skills now lacking in OTR but that will be required to update or introduce certain areas of training which are responsive to the changing needs of the Agency.

25X1A

25X1A

3. Curriculum Changes - Content and Locus: A major regrouping of courses is proposed in order to give increased emphasis to the unity of the intelligence process: collection, analysis, production and dissemination. The spectrum would extend across the newly created Intelligence Institute, Functional Training Division, and the office of the Special Assistant for Operations Training. A further proposal is to relocate as many operational skills courses as possible at the [REDACTED]. A number of courses is recommended for discontinuation as inappropriate to the mission of OTR (e.g. Clerical Induction should be moved to the Office of Personnel). Also we recommend that certain new courses be introduced in the curriculum (e.g. Dependents Orientation, special seminars, etc.).

4. A staffing complement and recommended grade structure is attached as Annex C.

Atts

CONFIDENTIAL
Approved For Release 2000/05/08 : CIA-RDP78-06215A000300050004-7